

# South Dakota Assessment Portal

## TESTBUILDER DISTRICT LEVEL AND ABOVE USER MANUAL

### CONTENTS

1. General .....	2
1.1. Browser Requirements .....	2
1.2. Technical Support .....	2
2. Home Page .....	2
2.1. Getting Started .....	2
3. Programs .....	3
3.1. Getting Started .....	3
4. Items.....	4
4.1. Getting Started .....	4
A. Creating an Item .....	5
4.2. Advanced Features .....	9
5. Forms.....	12
5.1. Getting Started .....	12
A. Creating a Form .....	12
5.2. Advanced Features .....	14
6. Tests .....	15
6.1. Getting Started .....	15
A. Creating a Test .....	15
7. Standards.....	16
8. Definition of Terms.....	17

## 1. GENERAL

### 1.1. BROWSER REQUIREMENTS

- Internet Explorer® 6.0+
- Firefox® 2.0+
- Safari® 1.2+

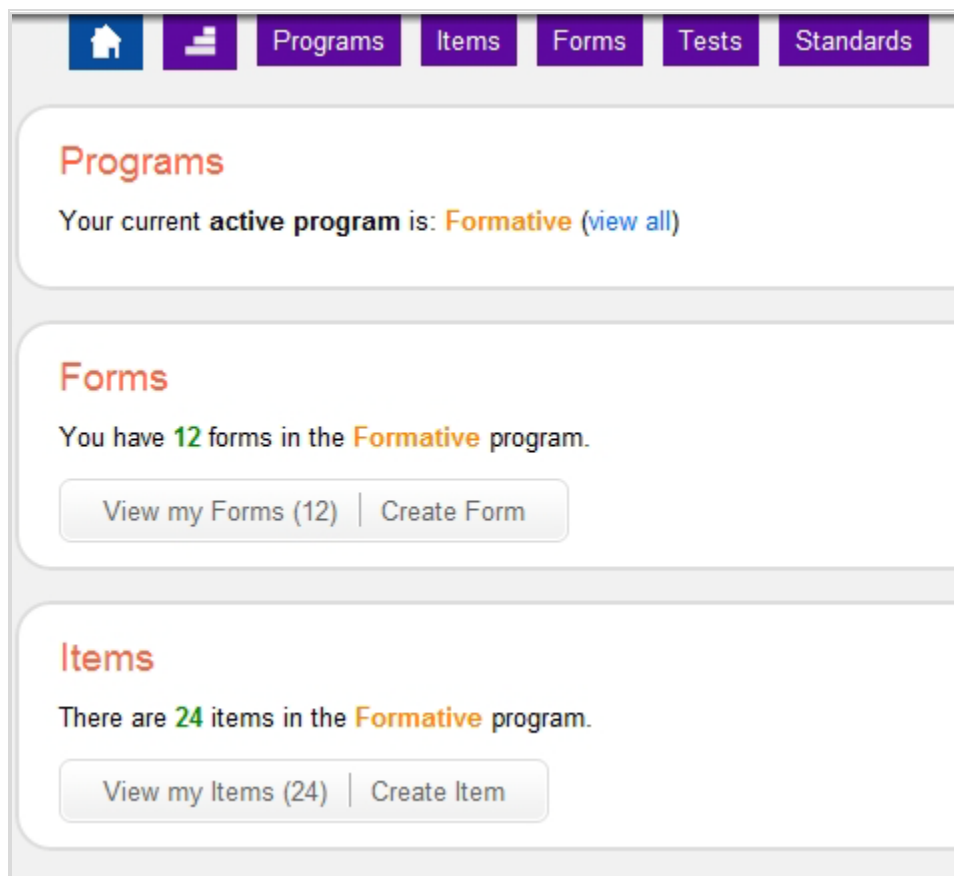
### 1.2. TECHNICAL SUPPORT

If you have any questions, please contact eMetric at 877-829-7769.



## 2. HOME PAGE

### 2.1. GETTING STARTED

Upon logging in to TestBuilder, the user will see a Home Page similar to the following:



The Home Page is an overview of the user's Programs, Forms, and Items. The active program can be changed by utilizing the drop down box in the top right corner called "Active Program."

The  will return the user to the main assessment portal. The  will return the user the Home Page at any time.

### 3. PROGRAMS

#### 3.1. GETTING STARTED

The Programs tab allows the user to view summaries of existing programs. Note that some users will not have access to the EOC program. District users and above will have access, while school level users, ESA, ESATC, and below do not.

The screenshot shows a web application interface with a top navigation bar containing icons for Home, a list, and tabs for Programs, Items, Forms, Tests, and Standards. The 'Programs' tab is active. Below the navigation bar, the word 'Programs' is displayed in orange. There are two main content cards. The left card, titled 'Formative' in blue, shows '24 items', '12 forms', and '6 tests'. Under 'Standard Groups', it lists 'Common Core Standards' and 'South Dakota Standards'. The right card, titled 'EOC' in blue, shows '14694 items', '7 forms', and '3 tests'. Under 'Standard Groups', it lists 'South Dakota EOC Standards', 'Unaligned Item Standards', and 'South Dakota Standards'.

Program Type	Items	Forms	Tests	Standard Groups
Formative	24	12	6	Common Core Standards South Dakota Standards
EOC	14694	7	3	South Dakota EOC Standards Unaligned Item Standards South Dakota Standards

## 4. ITEMS

### 4.1. GETTING STARTED

The Items tab provides the user with a list of all existing items.

**Items** [Create Item](#)

Standard: Any Standard [Choose a Standard](#)

Group: All Groups

Search for Item:

Go

Page 1 of 1

Sort by: Name (A-Z)

Name	Item Preview	Options
Item 1	Testing for adding item name validation	<a href="#">Edit</a> <a href="#">Delete</a>
Item 2	Mr. Martinez gave his class its weekly reading assignment on Monday. By Wednesda...	<a href="#">Edit</a> <a href="#">Delete</a>
Item 3	What is the value of y in the following equation?	<a href="#">Edit</a> <a href="#">Delete</a>
Item 4	The graph of a function is shown below.What is the value of y when x is -1?	<a href="#">Edit</a> <a href="#">Delete</a>
Item 5	Mai earns a salary of \$200 per week plus an additional 5% commission on her sale...	<a href="#">Edit</a> <a href="#">Delete</a>
Item 6	George and his family drove approximately 288 miles on 10 gallons of gas. Which ...	<a href="#">Edit</a> <a href="#">Delete</a>
Item 7	Stephanie bought a basketball on sale for \$15, which was off the original price...	<a href="#">Edit</a> <a href="#">Delete</a>

## A. CREATING AN ITEM

To create a new item, follow these steps:

1. Click the "Create Item" button at the top of the page.

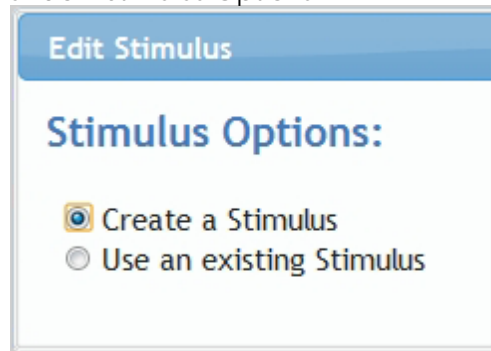
The screenshot shows the 'Create Item' interface. At the top, there's a breadcrumb 'Items > Create Item' and a 'Create Item' button. The main area is divided into several sections:

- Stimulus:** A box with the text 'No stimulus has been added for this item. Click here to add one.'
- Stem:** A large outlined box for the question stem.
- Response:** A section for answer choices. It includes a 'Type' dropdown set to 'Multiple Choice'. There are two example answer choices: one marked correct with a green checkmark and one marked incorrect with a red minus sign. Each has a 'Delete' link. An 'Add Answer Choice' button is at the bottom.
- Name & Description:** Fields for 'Name' (set to 'New Multiple Choice Item') and 'Description'.
- Standard:** A dropdown menu currently set to 'None' with an 'Add a Standard' button.
- Tools:** Three buttons: 'Protractor', 'Ruler', and 'Calculator', each with a checkbox.
- Layout:** Three dropdown menus: 'Responses location' (set to 'to the right'), 'Stimulus takes up' (set to '50% of screen'), and 'Between them there' (set to 'is a divider').
- Privacy:** Two radio buttons: 'Private' (selected) and 'Shared'. Below them are 'Save', 'Preview', and 'Cancel' buttons.

2. Click the outlined box below "Stimulus" to add a stimulus for the item. A stimulus allows you to create an item that uses a similar prompt for several items or to add additional information to one item.

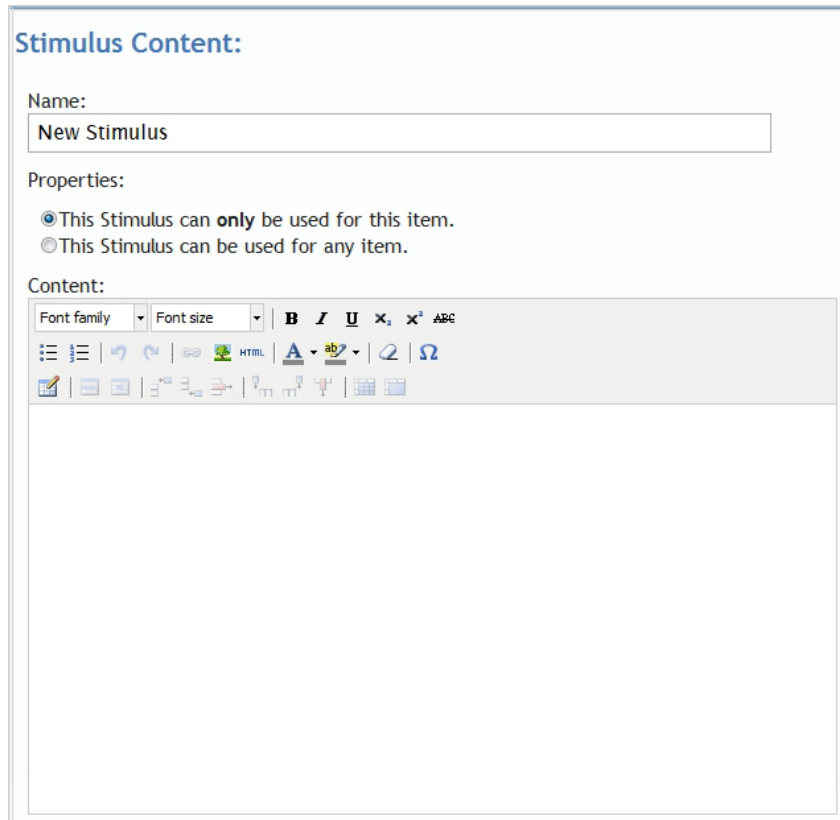
This is a close-up of the 'Stimulus' section. It shows a box with the text 'No stimulus has been added for this item. Click here to add one.' The box is outlined in yellow.

3. Users can select whether they want to “Create a Stimulus” or “Use an existing Stimulus” by utilizing the radio buttons under “Stimulus Options.”



The screenshot shows a dialog box titled "Edit Stimulus". Below the title bar, the text "Stimulus Options:" is displayed. There are two radio button options: "Create a Stimulus" (which is selected) and "Use an existing Stimulus".

4. If the user opts to create a stimulus, they will fill out the corresponding “Name” and “Content” boxes to the right of the page. Users will also decide whether the stimulus can only be used for this item or if the stimulus can be used for any item by utilizing the “Properties” radio buttons. Click “Save.”



The screenshot shows a form titled "Stimulus Content:". It contains three main sections: "Name:", "Properties:", and "Content:". The "Name:" section has a text input field with the value "New Stimulus". The "Properties:" section has two radio button options: "This Stimulus can **only** be used for this item." (which is selected) and "This Stimulus can be used for any item.". The "Content:" section has a rich text editor with a toolbar containing various formatting options (font family, font size, bold, italic, underline, link, unlink, etc.) and a large text area for entering the stimulus content.

- 5.

If the user opts to use an existing stimulus, they will be provided with a list to choose from. Users can click on a stimulus from the list and they will be redirected to a page in which they can edit the existing stimulus to fit their criteria. When satisfied with the stimulus, click "Save."

**Stimulus Content:**

**Choose an existing Stimulus:**

Page 1 of 2275 [Next](#)

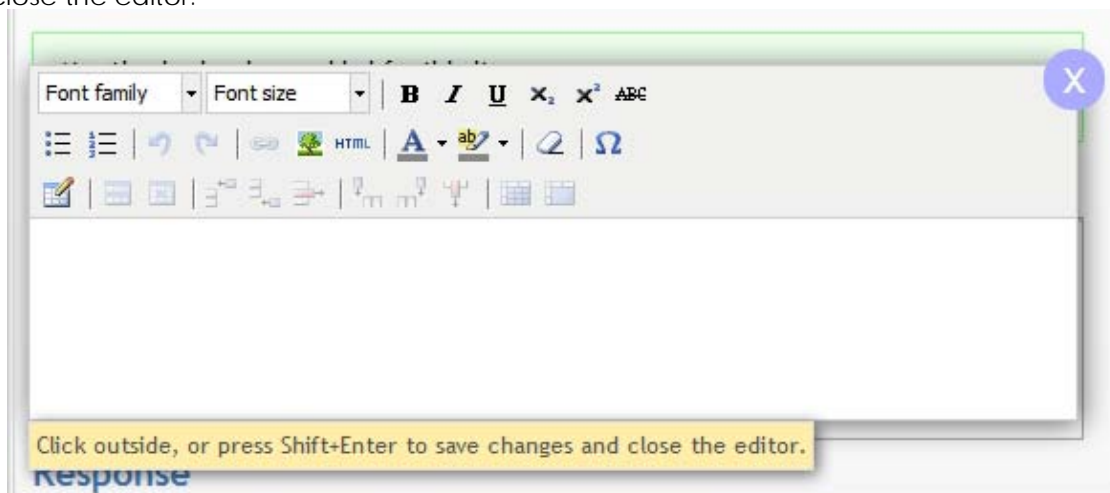
**14164796**

... Juvenile sentencing that is too harsh will mess youth up physically and emotionally, especially if youth are punished by being put into prisons with grown men and women. The government is kicking kids out of society instead of helping them change their behavior and giving them a second chance. ... The money spent on sending juveniles to prison and building more prisons should be used to start up programs that involve kids talking about issues that concern them, building

**14164797**

... Juvenile sentencing that is too harsh will mess youth up physically and emotionally, especially if youth are punished by being put into prisons with grown men and women. The government is kicking kids out of society instead of helping them change their behavior and giving them a second chance. ... The money spent on sending juveniles to prison and building more prisons should be used to start up programs that involve kids talking about issues that concern them, building

6. Click the box below "Stem" and type the stem into the text box. Users may change the font, size, and properties of the text. Click outside of the box or press Shift+Enter to save the changes and close the editor.



The screenshot shows a text editor window. At the top is a toolbar with various icons for text formatting (font family, font size, bold, italic, underline, strikethrough, subscript, superscript, ABC), alignment (left, center, right, justified), indentation, bulleted list, numbered list, link, unlink, HTML, A, ab, and other symbols. Below the toolbar is a large text input area. At the bottom of the window, there is a yellow tooltip that reads: "Click outside, or press Shift+Enter to save changes and close the editor." The word "response" is partially visible at the bottom left of the window.

- 7.

Add answer choices by clicking the “Add Answer Choice” button below “Response.” Specify if each answer choice is the right or wrong answer by clicking the red or green text at the top of the box.

### Response

Type: Multiple Choice

Answer Choice:

✓ This response is a correct answer.

Delete

Answer Choice:

✗ This response is not a correct answer.

Delete

Add Answer Choice

8. Name the item and enter a brief description.

### Name & Description

Name:

New Multiple Choice Item

Description:

9. Select a Standard by clicking the “Add a Standard” button.

### Standards

Common Core Standards

English Language Arts

ELA.CC

Mathematics

South Dakota Standards

Common Core Standards

Standard


Description:

This standard does not have any description.

- 10.

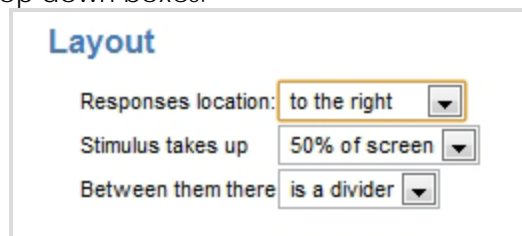


Select Tools to be available on the test.



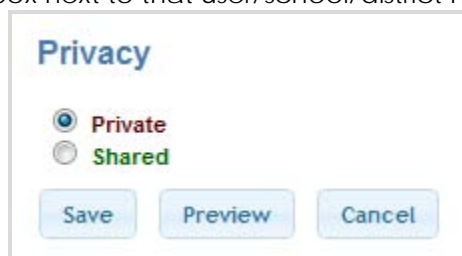
The 'Tools' interface shows three options: 'Protractor' (checked), 'Ruler' (unchecked), and 'Calculator' (unchecked). Each option is represented by a colored bar with a checkbox and the tool's name.

11. Customize the item layout by utilizing the "Responses location," "Stimulus takes up," and "Between them there" drop down boxes.



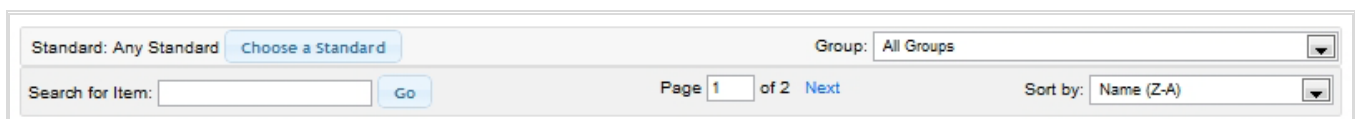
The 'Layout' interface contains three dropdown menus: 'Responses location' set to 'to the right', 'Stimulus takes up' set to '50% of screen', and 'Between them there' set to 'is a divider'.

12. Set the item as "Private" or "Shared." "Private" items are viewable only by the creator, "Shared" items are viewable by everyone. Click "Save," "Preview," or "Cancel." If the user sets the item to "Shared," a check list will pop up. The user specifies who should have access to the item by selecting the empty checkbox next to that user/school/district name.



The 'Privacy' interface shows two radio buttons: 'Private' (selected) and 'Shared'. Below the buttons are three buttons: 'Save', 'Preview', and 'Cancel'.

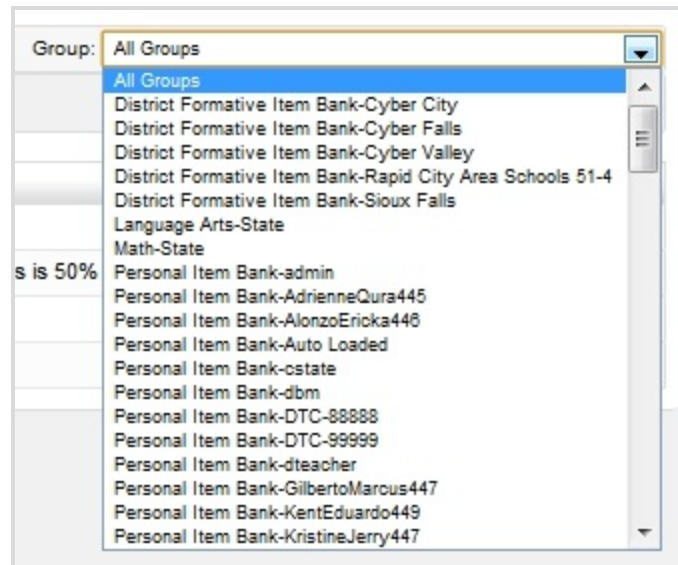
## 4.2. ADVANCED FEATURES



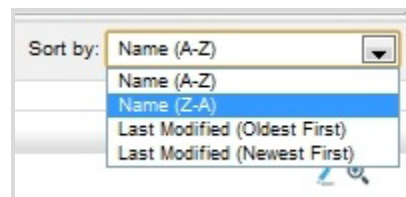
The advanced search interface includes a 'Standard' dropdown set to 'Any Standard' with a 'Choose a Standard' button, a 'Group' dropdown set to 'All Groups', a 'Search for Item' text box with a 'Go' button, a 'Page' indicator showing 'Page 1 of 2' with a 'Next' link, and a 'Sort by' dropdown set to 'Name (Z-A)'.


- Search for an item in the Items tab by typing the item name or ID into the "Search for Item" text box. Click "Go."
- Jump to a specific page by typing the desired page number in the "Page" text box and hitting the Enter key on the keyboard.
- Change the standard by clicking the "Choose a Standard" button.

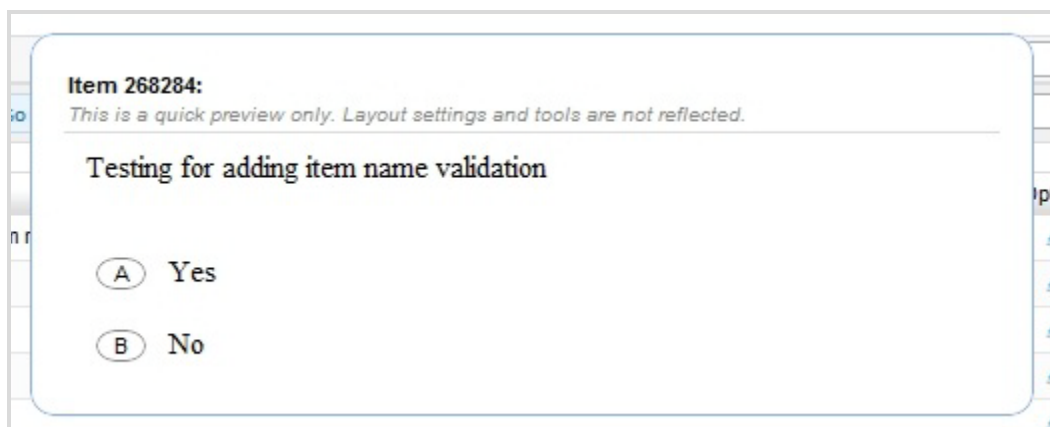
- Specify a group of items by utilizing the “Groups” drop down box.



- Sort the items by utilizing the “Sort by” drop down box.



- Preview an item by hovering the mouse over the  icon in the “Options” column. A Preview box will pop up similar to the following:



- Edit an item by clicking the  icon in the "Options" column.

Editing
[Items](#) > Edit Item

### Stimulus

No stimulus has been added for this item.  
Click here to add one.

### Stem

Testing for adding item name validation

### Response

Type: Multiple Choice ▼

Answer Choice: ✔ This response is a correct answer. [Delete](#)

Yes

Answer Choice: ✖ This response is not a correct answer. [Delete](#)

No

[Add Answer Choice](#)

### Name & Description

Name:

Description:

### Standard

[Add a Standard](#)

✕ S.K.L.1.1.

### Tools

☐ Protractor

☐ Ruler

☐ Calculator

### Layout

Responses location: to the right ▼

Stimulus takes up 50% of screen ▼

Between them there is a divider ▼

### Privacy

☒ Private

☐ Shared

[Save](#) [Preview](#) [Cancel](#)

## 5. FORMS

### 5.1. GETTING STARTED

Users must create a form before they can be added to a test. A form is a collection of items grouped into “Sessions” and “Sections.” The Forms tab allows users to create, edit, or delete forms.

**Forms** [Create Form](#)

Standard: All Standards and Content Areas in Formative Program

Page 1 of 1

Name	Description	Length	Security	Options
CC Form		1	Private	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Share</a>
Testing form creation 8.29	Can I add form directions and a formula sheet?	1	Private	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Share</a>
math_form		3	Private	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Share</a>
SS Form1		4	Private	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Share</a>

#### A. CREATING A FORM

To create a new form, click the “Create Form” button in the “Forms” box and follow these steps:

**Create Form** [Forms > Create Form](#)

Name:

Description:

Standards: Common Core Standards

Content Area: English Language Arts

**Items in this Form:** [+ Session](#)

**Session 1**  
[+ Section](#) [Edit](#) [X](#)

**Session Directions** No directions included. [Click here to edit directions.](#)

[+ Section](#) **Section 1** 0 items [+ Items](#) [Edit](#) [X](#)

[Save Form](#) [Save Form and Create New Test](#) [Cancel](#)


1. Name the form by typing the form name into the “Name” text box.
2. Provide a description of the form in the “Description” text box.

3. Select the standards by utilizing the "Standards" drop down box.





A screenshot of a form with two labels: "Standards:" and "Content Area:". To the right of "Standards:" is a dropdown menu with "Common Core Standards" selected. To the right of "Content Area:" is a dropdown menu with "Common Core Standards" and "South Dakota Standards" as options.

4. Select the content area by utilizing the drop down box next to "Content Area."


A screenshot of a form with a label "Content Area:". To the right is a dropdown menu with "English Language Arts" and "Mathematics" as options. Below the dropdown, the text "Items in this Form" is partially visible.

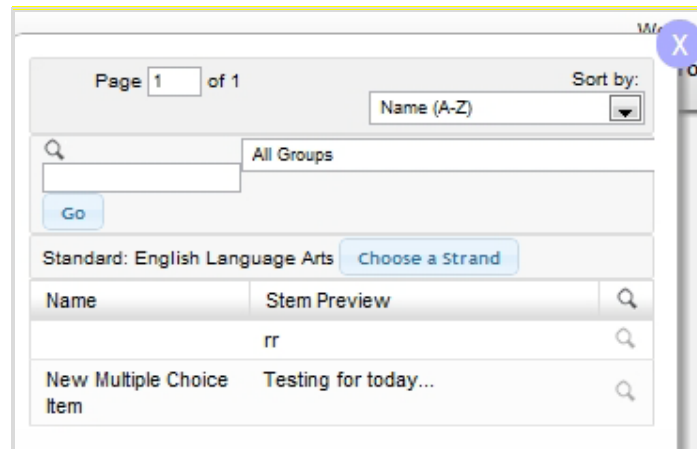
5. Add the appropriate number of sessions by clicking the  button to the right of "Items in this Form."



A screenshot of a form showing "Items in this Form:" with a "+ Session" button. Below this, there is a section for "Session 1" with a "+ Section" button, a pencil icon, and an "X" icon. To the right of "Session 1" is a box labeled "Session Directions" with a "+ Section 1 0 items" button and a "+ Items" button, a pencil icon, and an "X" icon. The text "No directions included. Click here to edit directions." is also present.

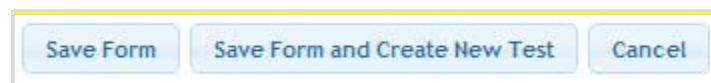
6. Add sections to a session by clicking the  button below the session name.
7. Rename or delete a session by utilizing the  and  buttons.
8. Add items to each section by clicking the  button in the "Session Directions" box.

A screenshot of a box labeled "Session Directions" with the text "No directions included. Click here to edit directions." Below this, there is a section for "Section 1 0 items" with a "+ Items" button, a pencil icon, and an "X" icon.


9. Clicking the  button will pull up an item menu. Select the appropriate items. (Note: Once the user clicks on an item, it will automatically be added to the section.)

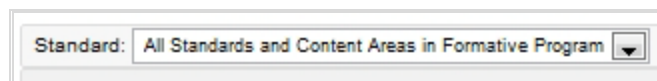


10. Use the search tools at the top of the item menu to jump to another page, sort by, or search for items. Once the user is finished adding items, click the "X" in the top right corner of the items menu to return to the "Create Form" page.
11. Rename or delete a session by utilizing the  and  buttons.
12. Click "Save Form," "Save Form and Create New Test," or "Cancel."

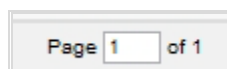


## 5.2. ADVANCED FEATURES

- Users can select to edit, preview, or create a test from an existing form by clicking the  buttons in the corresponding "Options" column of the "Forms" box.
- Select the appropriate standards from the "Standard" drop down box.



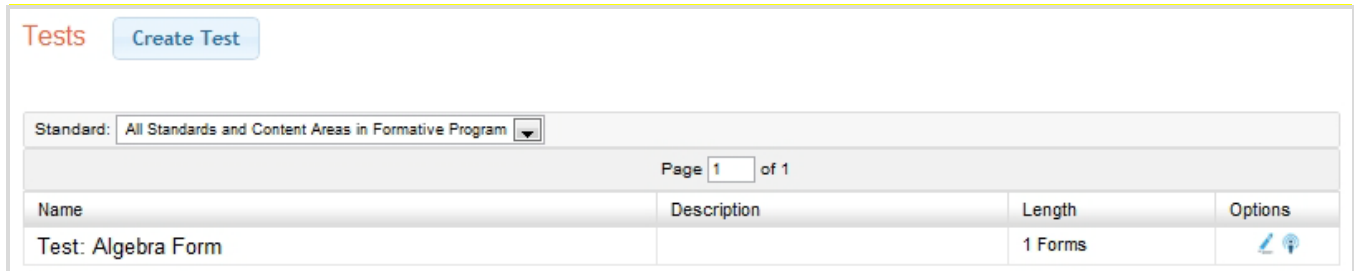
- Jump to another page utilizing the "Page" text box.





## 6. TESTS

### 6.1. GETTING STARTED



A test is a collection of previously created forms. The Tests tab allows the user to create, edit or publish a test.



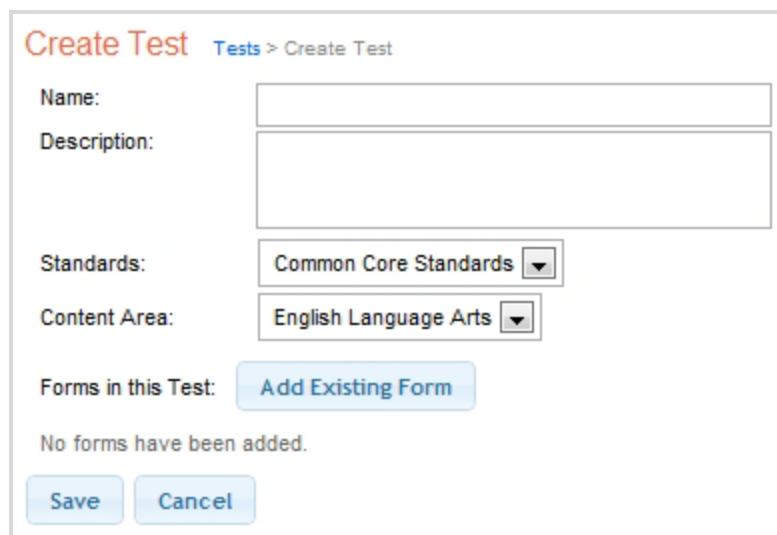
The screenshot shows the 'Tests' interface. At the top, there is a 'Tests' header and a 'Create Test' button. Below this, there is a 'Standard' dropdown menu set to 'All Standards and Content Areas in Formative Program'. A pagination bar shows 'Page 1 of 1'. Below the pagination bar is a table with the following structure:

Name	Description	Length	Options
Test: Algebra Form		1 Forms	 

### A. CREATING A TEST

Users can select to edit  or publish  an existing test by clicking the corresponding buttons in the "Options" column of the "Tests" box.

To create a new test, click the "Create Test" button in the "Tests" box and follow these steps:

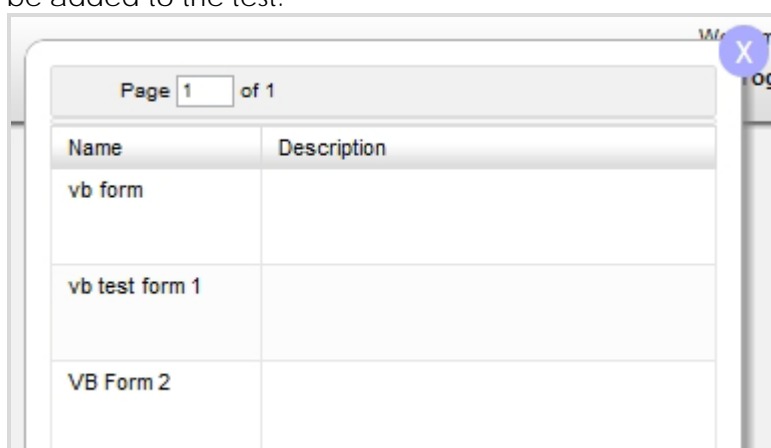


The screenshot shows the 'Create Test' form. At the top, there is a 'Create Test' header and a breadcrumb 'Tests > Create Test'. Below this, there are several fields and buttons:

- Name:** A text input field.
- Description:** A text input field.
- Standards:** A dropdown menu set to 'Common Core Standards'.
- Content Area:** A dropdown menu set to 'English Language Arts'.
- Forms in this Test:** A section with a blue 'Add Existing Form' button.
- No forms have been added.** A message below the button.
- Save** and **Cancel** buttons at the bottom.

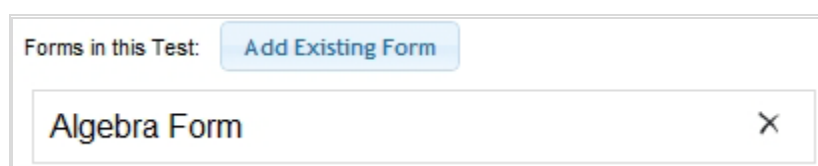
1. Name the test by typing the test name into the "Name" text box.
2. Provide a description of the test in the "Description" text box.
3. Specify the appropriate "Standards" and "Content Area" by utilizing the drop down boxes.
4. Add forms to the test by clicking the blue "Add Existing Form" button.

5. Select a form from the list of existing forms by clicking on it. Forms that are clicked on will automatically be added to the test.




Name	Description
vb form	
vb test form 1	
VB Form 2	

6. To delete an added form, click the  button.



Forms in this Test: [Add Existing Form](#)

Algebra Form 

7. Click "Save" to save the test or "Cancel" to delete the test and any changes made.

## 7. STANDARDS

The Standards tab allows the user to see the strand type, whether the standard is alignable, and a description of each standard. Standards include Common Core, South Dakota Content Standards, and End-of-Course standards. To view the strand type, alignability, and description for a standard, the user simply clicks on the plus (+) or minus (-) signs on the Standards menu to collapse or expand a subject area.



**Standards**

-  Common Core Standards
  -  English Language Arts
  -  Mathematics
  -  South Dakota Standards

**Common Core Standards**

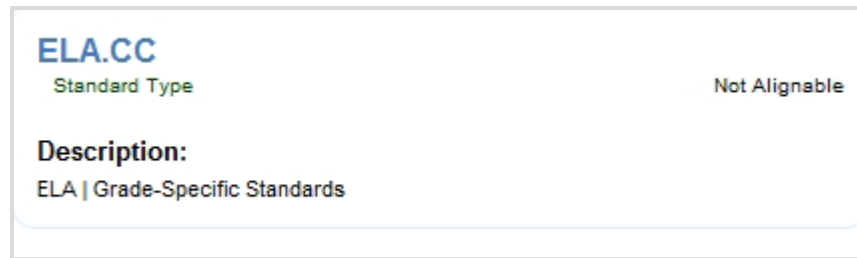
Standard

**Description:**

This standard does not have any description.



Clicking on a standard will provide the user with a standard overview similar to the following:



The image shows a standard overview card. At the top left, the text 'ELA.CC' is displayed in a large, bold, blue font. Directly beneath it, the words 'Standard Type' are written in a smaller, green font. In the top right corner, the text 'Not Alignable' is shown in a small, grey font. Below these elements, the word 'Description:' is written in a bold, black font. Underneath the description label, the text 'ELA | Grade-Specific Standards' is displayed in a black font. The entire card is enclosed in a thin grey border with rounded corners.

## 8. DEFINITION OF TERMS

- **Test:** A test is a collection of previously created forms. You must create a form before you can add them to a test.
- **Form:** A form is a collection of items grouped into Sessions and Sections.